

## Attachment 2

### STEPS TO ENTER AUTHORIZATION RELEASIBILITY CODES IN RAS

- a. Select "Authorization Search" from the RAS Transaction Home Page

ADMIN OFFICE:  
WY010

### RANGELAND ADMINISTRATION SYSTEM

- Operator
- Billing
- Compliance
- Allotment
- Reports
- Authorizations
  - Authorization Search
  - Authorization Transfer

- b. Search for the desired authorization

RANGELAND ADMINISTRATION SYSTEM - Test

SEARCH

### Authorization Search

Authorization #:   
Office: WY010  
Primary Operator:   
Grazing Association: N/A  
Authorization Type: ALL  
Authorization Status: ALL  
Deleted: NO  
Effective on or after: Authorization Effective Date:   
Expires on or before: Authorization Expiration Date:   
NEW AUTHORIZATION

Edit	Delete	Auth #	Auth Type	Office	Primary Operator	Effective	Expiration	Auth Status	Deleted

- c. Select the desired authorization from the search results

RANGELAND ADMINISTRATION SYSTEM - Test

SEARCH

### Authorization Search

Authorization #:   
Office: WY010  
Primary Operator:   
Grazing Association: N/A  
Authorization Type: ALL  
Authorization Status: ALL  
Deleted: NO  
Effective on or after: Authorization Effective Date:   
Expires on or before: Authorization Expiration Date:   
NEW AUTHORIZATION

Edit	Delete	Auth #	Auth Type	Office	Primary Operator	Effective	Expiration	Auth Status	Deleted
		4901530	LEASE - SEC 15	WY010	2B LAND & LIVESTOCK CO INC	03-01-2005	12-31-2012	ACTIVE	
		4901273	PERMIT - SEC 3	WY010	4 D RANCH LLC	03-01-2005	02-28-2010	ACTIVE	

d. Select the “Authorization #” from the Authorization Summary screen



**Authorization Summary**

Authorization #: [4901530](#) Authorization Type: LEASE- SEC 15  
Office: WY010 Authorization Status: ACTIVE  
Primary Operator: [2B LAND & LIVESTOCK CO INC](#) Grazing Association:

e. Select the appropriate code from the Name & Address Releasibility Code pick-list



**Authorization Information**

**General:**

Authorization #: 4901530 Authorization  
Office #: WY010 Authoriza  
Primary Operator: 2B LAND & LIVESTOCK CO INC Gra

**Authorization:**

Name & Address Releasibility Code: 3 - JUST AUTH #, CITY, STATE, & ZIP  
SELECT ONE  
1 - RELEASE ALL INFORMATION  
2 - ALL EXCEPT FOR STREET, AND PHONE  
3 - JUST AUTH #, CITY, STATE, & ZIP

Effective:

f. Select “Update” to save the entry